

MARGARET DONNELLAN TODD
COUNTY LIBRARIAN

June 8, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**AWARD OF CONTRACT FOR TEMPORARY PROFESSIONAL
AND PARAPROFESSIONAL LIBRARIAN SERVICES FOR THE
COUNTY OF LOS ANGELES PUBLIC LIBRARY (1,2,3,4,5)
(3-VOTE MATTER)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chairman to sign the attached agreement with PDQ Personnel Services, Inc. for the provision of temporary professional and paraprofessional librarian services. The agreement is for a two-year period, effective July 1, 2004, through June 30, 2006, with two one-year options to renew.
2. Authorize the County Librarian to sign contract renewal options for up to two additional years if needed, and to sign monthly extensions as set forth in the agreement not to exceed six months.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommendation is to provide the Public Library with temporary professional and paraprofessional librarian services on an as-needed basis.

The temporary professional and paraprofessional librarian services provided under this agreement are needed to provide the delivery of reference and information services

to cover the assignments of employees out on maternity or extended sick leave. This agreement also provides the Department with outside expertise on an as-needed basis for functions such as the cataloging of various non-English materials that the Public Library does not process.

Implementation of Strategic Plan Goals

Approval of the recommended award is consistent with the County's Strategic Plan in the areas of service excellence, fiscal integrity, and organizational effectiveness.

FISCAL IMPACT/FINANCING

The Department is requesting approval to contract for an amount not to exceed \$100,000 per year under this agreement. However, based on the Department's approved budget, the Department will expend only those funds available. The contract documents inform the contractors that the County guarantees no minimum usage of the agreement. The cost for this agreement will be paid from existing funds included in the Department's operating budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

This is a re-bid of an existing contract which expires on June 30, 2004. All requirements of the California Government Code for contracting of temporary services have been met and there is no conflict of interest.

On March 26, 2004, proposals were solicited from the Public Library's proposers list, which includes contractors listed in the County's Community Business Enterprise (CBE) Database. Advertisements were placed in the Los Angeles Times, The Sentinel, and a chain of bilingual community ethnic newspapers published by the The Eastern Group. The solicitation information was also made available to prospective contractors on the Internet through the County's Office of Small Business web site. The CBE information is summarized on the attached documents.

On final analysis and consideration of the award, this contractor was selected without regard to race, color, and creed.

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The Contract contains a provision which requires the contractor to give first consideration for any employment openings to qualified permanent County employees who are targeted for layoffs or on the County's re-employment list during the life of the agreements.

The attached Contract has been reviewed by CAO-Employee Relations and approved as to form by County Counsel.

CONTRACTING PROCESS

Proposals were received on April 23, 2004, from four contractors. The proposals were reviewed and evaluated by the Public Library's evaluation committee and rated according to business experience financial resources, ability to perform the required work, and cost to the County. The Department is proposing to award a CONTRACT to the highest rated contractor, PDQ Personnel Services, Inc.

The Department is recommending a contract be awarded to PDQ Personnel Services, Inc. The attached agreement is for a two-year contract term for the period of July 1, 2004, through June 30, 2006, with two one-year options to renew.

The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended Agreement as this Agreement is for non-Proposition A services.

We are requesting that your Board authorize the County Librarian to sign one or both of the renewal options as-needed, and to sign monthly extensions as set forth in the agreements for a period not to exceed six (6) months.

IMPACT ON CURRENT SERVICES

If the proposed agreement is not approved by the Board, this could negatively impact the Department's ability to handle critical work assignments in a timely manner, thus delaying the availability of library materials to Library customers.

CONCLUSION

The temporary professional and paraprofessional services agreement provides a viable option for the Public Library where the utilization of regular County employees is not

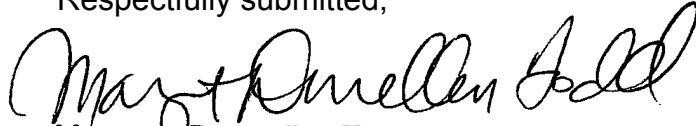
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feasible or is impracticable. The contract provides the Public Library with flexibility to maintain operations with minimal disruption to Library customers. Continuation of this program is therefore essential to the needs of this Department.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Margaret Donnellan Todd". The signature is fluid and cursive, with the first name "Margaret" being the most prominent.

Margaret Donnellan Todd
County Librarian

MDT:DF:RG:TVF:jm

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Attachments

c: Chief Administrative Office
County Counsel
Executive Office, Board of Supervisors
Auditor -Controller